




KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER 14-116	PAGE NUMBER 1 of 5
		SUBJECT: PAROLE SERVICES: Community Resources Utilization	
Approved By:  Secretary of Corrections		Original Date Issued:	09-01-95
		Current Amendment Effective:	08-21-99
		Replaces Amendment Issued:	02-21-98
Reissued By:  Policy & Procedure Coordinator		The substantive content of this IMPP has been reissued as per the appropriate provisions of IMPP 01-101. The only modifications within the reissue of this document concern technical revisions of a non substantive nature. Date Reissued:	
		09-19-11	

POLICY

Parole Services staff shall maintain a cooperative working relationship with public and private service agencies and shall support efforts to develop community resources which can provide services and/or appropriate leisure time programs and activities available to offenders. (APPFS 3-3155) Parole staff shall actively support efforts of community agencies to assist all offenders, especially those with special needs. (APPFS 3-3148) Efforts shall be made to work closely with vocational, educational, and employment agencies, those which provide financial assistance to offenders, and community recreational agencies. (APPFS 3-3149, 3-3153) Emphasis shall be placed on providing referrals for unemployed offenders, which may include periodically conducting job fairs (APPFS 3-3152) and encouragement and assistance in the enrollment of offenders in educational and vocational training programs.

An inventory of functioning community agencies shall be maintained which is readily available to all parole staff. (APPFS 3-3150) There shall be a mechanism to provide temporary financial assistance to offenders in crisis situations. (APPFS 3-3153) Male and female offenders under supervision shall be provided equal access to services, programs, and activities provided by the Department and assistance in obtaining services from community agencies. (APPFS3-3147)

DEFINITIONS

Crisis: A crisis situation exists when an unexpected emergency arises, which requires immediate financial assistance to remedy the need.

Food: Meals at a retail, eating establishment, social service agency, or staple grocery supplies from a retail grocer.

Housing: A halfway house, private home, rooming house, boarding house, motel, hotel, or such other facility that will provide the needed service to the offender on a temporary basis.

Special Needs: Offenders with substance abuse problems, mental or physical handicaps, or those with special educational or financial needs.

PROCEDURES

I. Relationships with Community Service Agencies

- A. All parole officers shall strive to establish and maintain a professional reciprocal relationship with available public, private, and contractual community service resources. (APPFS3-3148)
 - 1. Direct contact with the community resources and/or their liaison staff by the parole officer (or liaison officer, if applicable) shall be maintained to ensure a mutually beneficial relationship of purpose, goals, and communication.

II. Directory of Community Resources (APPFS 3-3150)

- A. A current inventory of community agencies, both public and private, shall be maintained which is readily accessible by field staff.
 - 1. The inventory of community service agencies shall be maintained in a public folder on the KDOC computer and shall be made available to all staff members.
 - 2. The contents of the directory shall include at a minimum, but not be limited to the following:
 - a. Drug and Alcohol Services;
 - b. Educational Services;
 - c. Financial Resources;
 - d. General Services, i.e., Shelter, Food, Clothing, etc.;
 - e. Medical Services;
 - f. Mental Health Services;
 - g. Mental Health Placements;
 - h. Residential Placements, i.e., Halfway Houses;
 - i. Women's Services;
 - j. Victim Services; and,
 - k. Leisure time programs and activities.
 - 3. The name, address, and telephone number of the agency shall be cited as well as the agency contact person(s), if known.
 - a. A brief summary of the services provided by the agency shall be listed such as the services description, i.e., cost, rules, requirements, length of program, means of referral, as well as an assessment as to the accessibility and effectiveness of agency services to offenders supervised by KDOC.
 - 4. The Regional Parole Director shall designate a staff member who shall be responsible for updating the community resource directory.
 - a. New resources and services provided shall be added to the directory and those no longer providing services shall be deleted as appropriate.
 - 5. The effectiveness of community resources shall be evaluated periodically.

- a. Agencies utilized by the KDOC which are not operating in accordance with the best interests or goals of the KDOC shall be brought to the attention of the Regional Parole Director.
6. There shall be a continuous effort to locate and document resources not noted in the community resource directory.

III. Identification of Offender Needs

- A. Referrals to community resources shall be primarily based upon the following:
 1. The results of the offender risk/needs assessment;
 2. Special conditions imposed by the releasing authority or the parole officer;
 3. Availability/accessibility of community resources; and/or,
 4. Parole officer assessment of offender needs.

IV. Community Resources Information and Referral

- A. Offenders shall be informed as to the availability of social, economic, educational, and therapeutic resources and services in the community as the need arises.
 1. Equal access to information and referral to community resources shall be provided to both male and female offenders.
- B. The parole officer shall refer the offender to contracted KDOC services if available. If not available, the parole officer shall assist the offender, as necessary, in determining the requirements and application for entrance to available community service resources. (APPFS 3-3151)
- C. If referred to a program, the parole officer, or liaison parole officer (if applicable) shall monitor the offender's participation. Monitoring shall consist of, but not be limited to:
 1. Issuing special conditions(s) and/or/diversion agreements as appropriate;
 2. Encouraging the offender to participate in identified programmatic needs;
 3. Encouraging the offender to participate in constructive and acceptable leisure time programs and activities available in the community; and/or, (APPFS 3-3155)
 4. Cooperating with the program provider staff and ensuring on going communication to facilitate participation.

V. Employment Information and Referral

- A. Offenders without employment shall be referred to local agencies listed in the community resource directory and may also be referred to the following; (APPFS 3-3152)
 1. Local newspaper classified;
 2. Office bulletin board(s);
 3. Temporary employment agencies;
 4. Labor unions;
 5. Private sector businesses;

6. Community Action and Self-help groups; and/or,
7. Agency job fairs.

VI. Financial Assistance Information

- A. Parole staff shall be aware of agencies able to provide financial assistance to offenders.
 1. Financial assistance information shall be maintained in the community service directory. (APPFS 3-3153)
- B. Parole staff shall be trained in methods to obtain financial assistance for offenders from available community resources on at least an annual basis. (APPFS 3-3153)
 1. The Regional Staff Development Coordinator shall be responsible for providing or assigning a trainer and for the documentation of the staff training.

VII. Educational/Vocational Information and Referral

- A. Parole staff shall maintain cooperative working relationships with local school districts, colleges, and vocational training centers for the purpose of maintaining awareness of current information regarding programming entrance requirements and financial assistance. (APPFS 3-3154)

VIII. Crisis Intervention Funding (APPFS 3-3153)

- A. Limited funding shall be made available for offenders who encounter a temporary situation requiring financial assistance. Such situations may include, but shall not be limited to:
 1. Funds for temporary housing or rent deposit;
 2. Food and/or clothing (if they cannot otherwise be secured from local community services agencies);
 3. Transportation expense; and/or,
 4. Minor temporary medical expenses.
- B. Prior to accessing crisis funds, the parole officer shall determine if the service provider is willing to bill the KDOC for services rendered.
 1. If so, the parole officer shall staff the case with the parole supervisor and obtain authorization for the use of funds.
 2. If authorization is received, the parole officer shall complete the Crisis Intervention Fund Authorization Form (Attachment A, Form #14-116-001).
 - a. The Parole Director shall receive a copy of, the Crisis Intervention Fund Authorization form and any supporting documents.
 3. Statements from the vendor for services rendered shall be attached to the Crisis Intervention Fund Authorization Form and shall be submitted to the Central Office Fiscal Services section for payment.”
- C. Crisis intervention funds for offenders approved by the parole supervisor, shall not exceed four (4) nights lodging, \$120.00 in transportation costs (bus tickets, etc), and/or \$100.00 in emergency medications per offender.

1. Any additional funds beyond these designated amounts and purposes must be approved by the parole director prior to obligating the funds.
 - a. Should additional funds be requested, a new Crisis Intervention Fund Authorization Form shall be completed and submitted to the director for approval.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

APPFS 3-3147, 3-3148, 3-3149, 3-3150, 3-3151, 3-3152, 3-3153, 3-3154

ATTACHMENTS

Attachment A - Crisis Intervention Fund Intake Data Sheet, 1 page

KANSAS DEPARTMENT OF CORRECTIONS - FIELD SERVICES

**CRISIS INTERVENTION FUNDS
INTAKE DATA SHEET**

Parole

Officer:

Date: _____

Client:

Number: _____

Provider of Service:

Name: _____

Address: _____

Type of Service:

Housing:

Rate:

Duration: _____

Amount: _____

Food:

Rate:

Amount: _____

Other:

Amount: _____

Total Amount: _____

Circumstances concerning emergency:

Transaction Number: _____